



**Renewal Provider
Certification Procedures**
Provider Certification for
Substance Use Disorder Services and
Community Mental Health Centers

Behavioral Health Division
Mental Health and Substance Abuse Section
Phone: (307) 777-5253
Toll-Free 1-800-535-4006
Fax: (307) 777-5580

Thank you for your interest regarding the Behavioral Health Division (Division), Mental Health and Substance Abuse (MHSA) Section State Certification required providers in Wyoming that provide substance use disorder services, including substance use disorder assessment services, for court-ordered or referred clients. Certification is also required for agencies that receive State funds to provide substance use disorder services and/or community mental health center services.

Provider programs are reviewed, upon successful submission of a completed 'Renewal' application inclusive of required documentation, for up to a three (3) year recertification, per current Wyoming Standards for Substance Abuse Chapter 2, Section (4)(b).

Criteria for Recertification Period

After the initial six (6) month provisional period, the Division will grant a one (1) year, two (2) year, or three (3) year renewal. Criteria for reviewing a renewal application and granting a one (1) year renewal include:

- Program or provider utilizing national accreditation as supportive documentation for State certification was granted a one (1) year national accreditation rather than a typical three (3) year national accreditation award.
- Program or provider's national accreditation expires within the calendar year from the date of State certification renewal.
- Program or provider is currently, or was at any time during their previous certification period, under a Division corrective action plan.

Renewal Applicant Guidance

A provider must submit a complete renewal application to the Division using the online application process. Online applications are completed through the Information Management for Providers (IMPROV) Provider Portal system at <https://www.wyoproviderportal.com/>. The most up-to-date renewal guidance and forms are found in the "Renewal Provider Certification" section.

- The Behavioral Health Division (Division) has 60 days to review submitted, completed applications and documentation.
- Incomplete or non-submitted applications remaining inactive in IMPROV over 90 days will be denied.

- Please find current guidance and checklists by clicking on the appropriate brown box on the + sign on the far right-hand side.
- Please review the Wyoming Rules and Regulations for Substance Abuse Standards, and required requested documents information on the website prior to starting the online renewal application.
- Applicants will have the opportunity to exit and re-enter the renewal application. The application will not need to be completed in one sitting.
- If your program **is not nationally accredited** through a national accrediting organization such as the Commission on Accreditation of Rehabilitation Facilities (CARF) or The Joint Commission (TJC), **there are two BHD required renewal forms**, in addition to the required documentation requested within the renewal application, to be completed by hand, scanned, and pdf versions uploaded into the online application. These forms may be found under the “Private Non-Nationally Accredited Renewal Provider Guidance.”

DUI/MIP Requirements

If your program will be applying for ASAM Level 0.5 Early Intervention DUI/MIP Education services, when you complete the online application, please submit:

- A copy of your program's policy and procedure document specifically naming the DUI/MIP curriculum utilized by your program; and,
- Copies of curriculum training certificates for the staff who will deliver the training.

Nationally Accredited Provider Guidance

Nationally accredited (e.g., Commission on Accreditation of Rehabilitation Facilities (CARF) or The Joint Commission, etc.) providers, please check the appropriate box within the online application.

- Please ensure your program applies for national accreditation for all behavioral health programs/levels of service provided and populations served that you wish to apply toward State certification.
- Division-contracted Community Mental Health Centers: Please ensure your program applies, at a minimum, to be surveyed for all behavioral health programs/levels of service and populations served that are funded through the State contract in your following national accreditation survey.



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Resources for Frequently Asked Questions:

- Regarding professional licensing questions, please contact the state licensing board applicable for your profession. The Wyoming Mental Health Professional Licensing Board may be contacted via information on their website at <http://mentalhealth.wyo.gov>, by email wyomhplb@wyo.gov, or by phone 307-777-3628.
- Regarding business licensing or permitting questions, please contact the Wyoming Business Council's Business Permit Program Manager at 307-777-2843. Please find the Wyoming Business Council's website at <http://www.wyomingbusiness.org/content/licensing-and-permitting>.
- Regarding possible facility licensing requirements, please contact Healthcare Licensing and Surveys at 307-777-7123. The website is <https://health.wyo.gov/aging/hls/>.
- Regarding questions about Medicaid, please contact the Office of Healthcare Financing at 855-294-2127.

Contact Us At:

The Division is happy to assist you throughout your online certification application process. Please feel free to reach out with any questions or concerns by emailing wdh-certification@wyo.gov or by phone toll-free 1-800-535-4006.